

Appendices

**Supplement
To the**

Joint Use Agreement

**Between
City of Seattle Parks and Recreation Department
and the
Seattle School District No. 1**

2005 - 2010

APPENDICES

- A.** Joint Use Facilities and Priorities (A-1)
- B.** Sample Joint Use Scheduling and Confirmation Forms (B-1 to B-3))
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Joint Use Facilities and Priorities

Introduction

This appendix identifies schools where the Parks Department will have dedicated use of space and Parks facilities where schools will be given first priority access.

Priority times for scheduling joint use of other District and Parks buildings and grounds are provided. Using this information as a framework, local school principals, community center coordinators and pool managers are encouraged to negotiate specific activities to be included on the Annual Schedule for Joint Use.

Parks and District personnel may request use of a facility listed at other than the joint use priority time listed but such requests will not necessarily receive first priority and will be subject to local availability, direct costs (ie. Staffing, custodial charges), and approval.

Use of District or Parks facilities that are not listed shall be subject to the general permitting and fee requirements established for a particular facility. School groups are typically offered a discount fee for Parks Department programs at the Woodland Park Zoo and the Seattle Aquarium.

Approved Uses

For the purposes of this Agreement, the criteria for uses are as follows:

1. Any instructional, information, recreational, athletic, social or community program which is initiated, organized, managed, scheduled, and supervised by the owner agency, or
2. A comparable community-run recreation program that is sponsored and overseen by the owner agency, and
3. is approved for their facilities respectively by the School or Parks Superintendent or authorized representative.

Priority Scheduling

1. First priority scheduling will be given to youth programming such as school instructional programs, after school programs, student athletic team practice and competition, summer day camps, student clubs, PTSA sponsored events for students and/or parents, and Parks Advisory Council sponsored events for youth and/or parents.
2. Second priority will be given to adult or community events that do not directly benefit youth such as adult recreation, public meetings, or events for general public

Specific Facilities and Grounds Covered by this Agreement

School Buildings

All open schools are available for scheduling under this Agreement.

School Athletic Complexes

All school fields and athletic complexes are available for scheduling under this agreement. Parks will be given first priority for scheduling community youth athletic practices and games that begin at 5:30 PM on high school fields and at 5 PM on all other school fields. School practices, games and events that extend beyond the 5:30 PM on high school fields and 5:00 PM on all other school fields must be mutually agreed on by Parks and the sponsoring school(s).

Parks Department Community Centers

All community centers are available for scheduling under this Agreement. School principals may negotiate with community center coordinators and will have first priority for usage during regular school instructional hours.

Parks Department Swimming Pools

All Parks indoor swimming pools are available for scheduling under this Agreement. School principals will be given first priority for scheduling usage between 7:45 – 11:45 AM. Requests submitted after the usage request deadline may not receive all requested time. Usage at other times is subject to local availability. Pool usage may be shared with other schools or with community swimming programs at the discretion of local aquatic center coordinators, in consultation with the school principals involved.

Parks Department Tennis Courts

All Parks outdoor tennis courts are available for scheduling under this Agreement. School principals will be given first priority for scheduling usage during school hours and two hours after the close of school to accommodate school team practice and matches. Matches may continue to completion.

Parks Department Athletic Fields

All Parks fields are available for scheduling under this agreement. School principals will be given first priority for scheduling usage during regular school hours until 5:00 PM each school day to accommodate school athletic team practices. The School District Athletic Office will be given priority for scheduling High School League Competitive football, track, baseball, softball and soccer. However, game times that extend beyond 5:30 PM must have been previously agreed to by Parks, and the District Athletic Office

EXCEPTIONS

In order to meet the needs of their respective programs, the School District and the Parks Department occasionally may make special arrangements and/or schedule changes which are not consistent with the usage identified. Both the District and Parks recognize this situation and will cooperate to the fullest extent possible in accommodating these needs provided that such arrangements do not permanently violate the intent of this Agreement.



March 1, 2006

Dear Principal:

It is time to start thinking about your requests for use of Parks and Recreation Facilities through the Joint Use Agreement, for the 2006-07 school year.

Our Community Center Coordinator who works with you to plan joint use will be calling you soon to schedule an appointment to discuss the 2006/2007 school year use. When you meet it would be a good time to discuss any issues which may have arisen in the current school year and how you will work together to resolve them.

As you think about your school's uses before the meeting please remember school recess, PE class usages, site based child care, before and after school use of parks facilities must be included in your request.

High Schools and Middle Schools should forward all requests for sports team practice requests directly to John Bates, Seattle Parks Field Scheduler, no later than May 31 for fall practices and November 1 for spring practices. League game requests will be forwarded to John through the Metro League Athletic Office Office.

All 2006/2007 requests must be signed by yourself and Parks Community Center Staff to be processed. We need to complete the joint use scheduling process for use of schools, community centers and fields by April 15th. Thank you for working cooperatively with us this school year and I look forward to working with all of you next year. If you need further assistance please call me. I may be reached at 684-7086.

Sincerely,

Patti Petesch
Manager, School/Parks Agreement



MEMORANDUM

Date: March 1, 2006

To: Community Center/Aquatic Coordinators

From: Patti Petesch

Re: School Use Permit Requests

It is time to start thinking about your requests for use of schools through the Joint Use Agreement, for the 2006-07 school year.

A hard copy of our usage of school district property for the current school year has been sent through inter-departmental mail. Please review this information with your staff and use as a guide for requesting your usage for the 2006-07 school year. Attached to this email are the blank forms for all 2006-07 requests and a heat request form. Please include usage requirements you need for the entire year on the appropriate spreadsheet.

Please meet with the principal at each school you will be using for your programs to establish a working schedule for the 2006-07 school year. If more than one center/pool schedules usage at a particular school, please include all parties in the meeting. If you need additional space, or if there is space that you are not using, this would be a perfect time to discuss these issues with the principal of the school in question. At your meeting, please discuss the school's request for your community center's space and fields for PE.

Once you and the principal have agreed on the requested dates and times of use, the coordinator and principal both must sign hard copy of spreadsheet. Please mail your completed spreadsheet to Gladys Cuellar, Box 28, no later than **April 15, 2006. You will not be issued an actual permit until we receive the typed and signed spreadsheet. Incomplete or handwritten copies will not be processed.**

If you have any questions, please call me at 684-7086.

Thank you.

cc: Recreation Managers
Christopher Williams

Appendix B-3

Schools Use of Parks 2006-2007 School Year								
CC/Pool	School	Area	Dates of Use	Days	Time	# of Hrs	# of Days	Total Hrs.
<i>Hoover</i>	<i>Inglewood HS</i>	<i>Gym</i>	<i>9/7/06-6/20/07</i>	<i>M-F</i>	<i>8p -10p</i>	<i>2</i>	<i>40</i>	<i>80.00</i>
	<i>Example</i> ↑							
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								<i>0.00</i>

Principal Signature _____

Date _____

CC/Pool Coordinator _____

Date _____

Athletics Stadiums and Gymnasiums

Interbay Stadium

In 1997 the City authorized the Superintendent of Parks and Recreation to amend the 1940 lease agreement for Interbay Playfield between the District and the City to allow construction and stadium usage consistent with the 1997 agreements between the City and Seattle Pacific University. The new agreement allowed the District 350 hours of scheduled usage, and encouraged the District to exchange the District's Interbay property for other property owned by the City. The District and Parks met in 2005 and agreed to recommend exchanging the District's underlying fee interests at Interbay for Parks property at Garfield Playfield needed for renovation of Garfield High School. The proposal will also reduce District scheduled athletic usage at Interbay Stadium to 175 hours per year.

The following guidelines have been established to insure fair and consistent scheduling between the three parties, the District, Parks, and Seattle Pacific University.

Scheduling Priorities:

- SPU has priority scheduling during the fall season (August 1st-December 15th) for games and practices.
- District games, practices and physical education classes during the fall season (August 15-December 15th) will be scheduled after the SPU use is scheduled. SPU games that require rescheduling may preempt the District's use.
- During the spring season, the District game schedules will have priority. SPU and the District's practice and class schedules will be scheduled cooperatively with dates that are requested by both parties mediated by Parks Athletics Unit Sr. Coordinator.
- Agencies will not be scheduled for block bookings. Exact times of practices or games will be scheduled with the Parks Athletic Field Scheduler. This will allow scheduling staff to know when the facility is available.
- Community league games and practices will be scheduled after SPU and District requests are scheduled.

In order to insure the above scheduling guidelines for use of Interbay Stadium are accomplished it is important both SPU and the District adhere to the deadlines outlined in their respective agreements with Parks. A separate Agreement containing these same terms and conditions will be made between the City and Seattle Pacific University.

Athletic Complexes and Evening Recreation Program Revenue

The Parks and the District work collaboratively to schedule the District's high school gymnasiums and four major athletic complexes for community groups during the hours these spaces are not utilized for school activities. Parks Citywide Athletics Unit schedules both the gymnasiums and the athletic complexes. Both of these rentals generate revenue. Revenue distribution of fees, and the proposed fees and charges are determined annually in March for the following calendar year.

Athletic Complex Field Scheduling: Scheduling the four Athletic Complexes generates revenue for:

- A portion (18%) of the Parks Athletic Field Scheduler's salary.
- Part-time staff to work as field and stadium monitors during each rental.
- Remainder of the hourly rental is retained by the District.

Evening Recreation Gymnasium Rental:

Community use of High School gymnasiums are scheduled by Parks. _High School gymnasium rental generates revenue for:

- One Recreation Specialist (Parks staff) to supervise, coordinate and schedule the Evening Recreation Program.
- Part-time staff to work as gym monitors during each rental

How To Contact Schools and Parks

Emergencies During Hours of Use

- To report a life-threatening injury to a person or an event call 911.
- For facility related emergencies at **schools**, contact the School District's 24 hour staffed Safety and Security Office at (206)252-0707.
- For facility, or field related emergencies at **Parks** sites, contact:
 - Noon – 11pm daily contact Parks Security at (206)684-7088, or pager (206)982-4583
 - 8am – noon on Saturday and Sunday contact the Parks Duty Officer at pager (206)982-4583.

To Obtain General Information about the Joint Use Agreement

- Seattle Parks and Recreation Department
100 Dexter Avenue North
Seattle, WA 98109
Attn: Patti Petesch, (206)684-7086
patti.petesch@seattle.gov

Parks website: <http://www.cityofseattle.net/parks/>

- Seattle School District
2445 Third Avenue South
Seattle, WA 98124
Attn: Eleanor Lockett (206)252-0640

Schools website: <http://www.seattleschools.org>

Summary of Components Utilized to Establish Costs For Joint Use of Parks Department and School District Facilities

Cost Analysis Goal

The Seattle Parks Department and the Seattle School District agreed to develop mutually acceptable methodologies for determining each agency's costs for use of facilities covered by this agreement. The primary objective was to identify the actual costs incurred to each agency and, as closely as possible, identify comparable components that comprise the actual cost of maintaining facilities based on sound cost accounting principles. Each agency would then apply their methodology to actual hours of facility use in each school year.

Hours of Joint Use

The hours of joint use assigned to each agency include all permitted uses during the period analyzed and actual drop-in or unscheduled use of school facilities (gymnasiums, cafeterias, classrooms, auditoriums, fields and playgrounds) and Parks Facilities (swimming pools, sports fields, and tennis courts.) In addition, there are 39 schools that use adjacent Parks playfields for recess and physical education classes. The Parks Department reserves these adjacent parks for school use 180 days a year. Although the parks are reserved for school use all day, for the purpose of this analysis, only 3 ½ hours per day were included in this joint use analysis.

Components of Costs Analyzed

The following general cost components were identified:

1. Custodial Expense: This cost component was applicable solely to school buildings. The school custodial cost was determined by the average hourly custodial wage including benefits for the period analyzed. This rate was utilized for all types of space during standard operating hours. For overtime hours, either after standard hours on weekdays or on Saturdays, a rate of 1.5 times the hourly wage rate plus applicable benefits was used. For Sundays and holidays, a 2.0 factor replaces the 1.5 multiplier to reflect "double time." The costs for joint use were apportioned, factoring in the amount of time required to clear a specific facility including a common space allocation for hallways and lavatories. A contractual four hour minimum for custodial services applies on weekends and holidays; therefore 4 times the applicable rate becomes the custodial charge for rentals of 3 hours or less.
2. Utilities Expense: The utility cost element is made up of total utility expense for the period analyzed including electricity, fossil fuels, water, sewer, telecommunications and a few others. This total expenditure was apportioned to any spaces used under the joint use agreement to compute the applicable utility expense. For the District, a space type's square footage included direct square footage plus an allocation of common area

space. During non-standard hours, for schools (when most joint use occurs), the District assumes that 25% of all common space is affected.

3. Depreciation (wear and tear): This cost element was based upon the total replacement cost of a facility or field. The expected useful life of a facility 40 years for schools and pools, 30 years for sports fields; 20 years for an asphalt tennis court; 50 years for a concrete tennis court) was factored in. In calculating joint use costs, the two agencies agreed to a weighted use average which assumes that buildings incur wear and tear in ratio of 50% caused by aging and 50% due to wear and tear.

4. Maintenance: this factor was computed by calculating the percentage of joint use for the facilities covered in the agreement and apportioning the total maintenance costs (less administrative management cost) for the period analyzed.

5. Property management: This cost component was calculated solely by the District based upon the payroll costs for the personnel directly involved in processing use of facilities by third parties. Costs were apportioned based upon the joint use portion of the total building and ground permit uses processed during the time analyzed. All directly related administrative work involved in administering the outside use of facilities were included.

6. Overhead Costs: The overhead rate for each agency was formulated based on an overhead pool of costs allocable to any direct cost activity such as joint use and divided by total operation expenditures exclusive of capital, arriving at an overhead percentage to be applied to all of the above cost components. For the District the following accounts were included: principals, board of directors, superintendent's office, business office, supervision of maintenance and operation of plant. For the Parks Department, the following accounts were included: superintendent's office, financial, and administrative division, and divisional administrative organizational units. Costs for the Parks Department Citywide Athletic Office that schedules joint use were included in Parks overhead calculations. Administrative costs for facilities not included in the Joint Use Agreement, such as the Woodland Park Zoo and the Seattle Aquarium, were excluded. Additionally, the Parks Department excluded the costs of aquatic staff such as the pool manager, cashier and lifeguard staff salaries.

Joint Use Generated Revenue

The Parks Department operates an adult evening recreation program that utilizes District facilities. For the period analyzed, the total revenue from this program was deducted for the Parks' joint use costs.

Appendix F-1

Seattle Schools Adjacent to Parks Facilities

School	Park Facility	Park Acres	CC	Playfield	Tennis Courts	Play Areas	Swim Pool
Adams	Ballard	3	•	•		•	
Addams	Meadowbrook	18	•	•	•		•
Alki	Alki	4	•	•	•	•	
Ballard	Ballard Pool Tennis	1			•		•
Beacon Hill	Beacon Hill	3		•	•	•	
Blaine	Magnolia	15	•	•	•	•	
Broadview	Bitter Lake	7	•	•	•	•	
Cleveland	Cleveland	3		•	•		
Day	B F Day	1		•			
Dearborn Park	Dearborn Park	5					
Dunlap	Rainier Beach	11	•	•	•		•
Emerson	Hutchinson	4		•		•	
Fairmount Park	Fairmount	5		•		•	
Garfield	Garfield	9	•	•	•	•	•
Hamilton	Wallingford	4		•	•	•	
High Point	High Point	11	•	•	•	•	
Highland Park	Highland Park	7		•	•	•	
Ingraham	Madison Pool	4					•
Lafayette	Hiawatha	11	•	•	•	•	
Lake City	Lake City	3					
Laurelhurst	Laurelhurst	14	•	•	•	•	
Lawton	Lawton	8		•		•	
Leschi	Leschi	3			•	•	
Lincoln	Wallingford	4		•	•	•	
Madrona	Madrona	2		•	•	•	
Magnolia	E. Magnolia	2		•		•	
Maple	Maple Wood	15		•		•	
Mann	Garfield	9	•	•	•		•
McClure	Queen Anne	6	•	•		•	•
Meany	Miller	6	•	•	•	•	
Mercer	Jefferson	9		•			
Nathan Hale	Meadowbrook	18	•	•	•	•	•
N Queen Anne	Rodgers	14		•	•	•	
Rainier Bch HS	Rainier Beach	11			•		

School	Park Facility	Park Acres	CC	Playfield	Tennis Courts	Play Areas	Swim Pool
Roxhill	Roxhill	14		•		•	
Sacajawea	Sacajawea Park	3				•	
Schmitz Park	Schmitz Park	50					
Seward	Rogers Eastlake	2		•	•	•	
Sharples	Brighton	12		•	•	•	
South Shore	Rainier Beach	11	•	•	•	•	•
T. Marshall	I-90 Lid	6		•	•	•	
Van Asselt	Van Asselt	9	•	•	•	•	
View Ridge	View Ridge	9		•		•	
Viewlands	Carkeek	192					
Washington	Judkins	7		•		•	
West Seattle	Hiawatha	11	•	•	•	•	
Whitman	Soundview	11		•	•	•	

Leases and Property Agreements Between Seattle School District and Seattle Parks and Recreation

This table lists a compilation of known Seattle Parks and Recreation and effect on the Joint Use Operating For further information on any of the listed questions and Ron English at 252-0651 for

agreements and leases, both formal The Seattle School District. It is not Agreement, rather it is for information properties contact Terry Dunning at School District related questions.

and informal, between Intended to have any legal and/or research purposes. 684-4860, for Parks related

Parks Facility	School Facility	Lease/Agreement
Alki Community Center	Alki Elementary School	1953 (A)
Ballard Pool	Ballard H.S. Playfield	1970 (A)
Ballard Tennis Courts	Ballard H.S.	1974 - 2014 (L)
Bitter Lake Community Center	Thompson Junior H.S.	1963 (A)
Brighton Playfield	Sharples Alt. Secondary School	1950 - 2049 (L)
Cascade Playground	Coe Elementary School	1934 (A)
Cleveland Playground	Cleveland H.S.	1931(A)
Coe Playground	Coe Elementary School	1982 - 2022 (L)
B.F. Day Playground	B.F. Day School	1910 (A)
Dearborn Park	Dearborn Elementary	1983 - 2023 (L)
Garfield Community Center	Garfield H.S.	1975 - 2015 (L)
Hiawatha Playground	West Seattle H.S.	1958 (A)
High Point Playfield	High Point Elementary School	1978 - 2018 (L)
Hutchinson Playground	Emerson Elementary School	1978 - 2018 (L)
Interbay Playfield	Seattle School District	1940 - 2039 (L)
Judkins Park	Washington Middle School	1975 - 2015 (L)
Laurelhurst Recreation Center	Seattle School District	1950 (A)
Lawton Park	Lawton Elementary School	1955 (A)
Helene Madison Pool	Ingraham H.S.	1958 (A)
East Magnolia Playground	Magnolia Elementary School	1950 - 2049 (L) *
Magnolia Playfield	Seattle School District	1952 - 2051 (L)
Magnolia Community Center	Blaine Junior High	1952 - 2051 (L)
Maplewood Playfield	Maplewood Elementary School	1975 (A)
Meadowbrook Community Center	Nathan Hale H.S.	1963 (A)
Miller Community Center	Meany Junior High	1963 (A)
T.T. Minor Play Area	T.T. Minor Elementary School	1979 - 2019 (L)
Nathan Hale Soccer Field	Nathan Hale H.S.	1982 - 2022 (L)
Queen Anne Bowl	North Queen Anne Elementary	1952(A)
Queen Anne Community Center	McClure Junior H.S.	1964 (A)

Rainier Beach Community Center	South Shore Middle School	1971 (A)
Ross Playground	Washington Middle School	1940 - 2039 (L)
Roxhill Playground	Roxhill Elementary School	1960 - 2059 (L)
Southwest Community Center	Denny Junior High	1974 - 2014 (L)
Wallingford Playground	Hamilton Junior H.S.	1970 (A)
York Playground	Muir Elementary School	1936 (A)

(A) = Agreement (L) = Lease

* The lease was ended, and this property and uses of the playfield by Magnolia School will be handled under the current JUA Operating Agreement.